Do a district search for an author with a series:

Use Daisy Miller (author) for an example

1. Go to MARC edit
2. Add RDA tags 336, 337, 338
3. Add and shift tag **040** (b eng, e rda, d shifted down and your local added)
4. Spell out abbreviations
5. Delete duplicate Target Audience Note tag 521

Changing record to a series

1. Go to tag 245
2. Change subfields below a to n, p, and c
3. Highlight, cut, and paste author information in 245c
4. Paste one subfield below in the new subfield c
5. Highlight, cut, and paste title from subfield a in subfield p
6. Type series title in subfield a (may be able to cut and past from tag 490)
7. Subfield n Capitalize and spell out Book and book number
8. Punctuation a period precedes n and a comma precedes p
9. Check indicator in 245a in case it has changed

**245 1 0 a** Rainbow magic. Weather fairies.

**n** Book two,

**p** Abigail the breeze fairy /

**c** by Daisy Meadows ; illustrated by Georgie Ripper.

Go to the Series Statement 490 tag

Subfield a is the series. If there is a The, A, or An at the beginning of the series it is removed because there is no indicator choice.

Subfield a has a space followed by an semi-colon

Then add a subfield v

Spell out book (not capitalized) use Arabic number and no punctuation

**490 1** **a** Rainbow magic. Weather fairies ;

**v** book 2

Go to Series Personal Name or Uniform Title tag **800** or **830**

(I only use the **800 tag** if it is already there) (Complete series has to be by same author if using **800 tag**)

Tag **800** and **830** allow for The, A, and An because you can assign an indicator.

**800 1**  **a** Meadows, Daisy. **830 a** Rainbow magic. Weather fairies

**t** Rainbow magic. **v** bk. 2.

**p** Weather fairies;

**v** bk. 2.

Sources for series: Mid-Continent <http://www.mymcpl.org/>

Fictfact <http://fictfact.com>

Novel List <http://pioneer.utah.gov/research/databases/novelist.html>

Good Reads <https://www.goodreads.com/>